

**CONFIDENTIAL**

Approved For Release 2005/08/24 : CIA-RDP62-00939A000100060009-6

**MINUTES**  
**DIVISION TRAINING OFFICERS MEETING**  
**29 April 1955**

*R*  
*Annex SS*  
*Barbara BP*  
*Asst. Dir. file*

**ATTENDANCE**

[Redacted Attendance List]

1. Admin Refresher course. [Redacted] commented on the content of the present Admin Refresher course. It was the general feeling that there were not enough admin returnees to warrant a continuing running of the course. There was discussion as to the possibility of establishing a course similar to the CS Review for the lower grade returnees. [Redacted] asked that requirements be made known. The suggestion that a Headquarters Admin Procedures course be set up met with favorable approval.
2. Expository Writing course. [Redacted] announced that the name of this course will be "Effective Writing." A schedule of future courses will be distributed.
3. Training Standards. The Chairman suggested that an ad hoc committee be set up to work on training standards for DD/P, including FI, PP, and PM. It was agreed that Training Officers from EE, NEA, SR, WE, and PFC work with the CSTC on such a committee.
4. [Redacted]
5. Covert Economic Activities. Training Officers were requested to informally survey the extent of interest in an Economic Activities course. As soon as the substance of the course is firm, a bulletin will be distributed.
6. Cold War Planning Seminar. An announcement will be sent out as soon as the course has been established--probably to be given the latter part of June.

JOB NO. [Redacted] BOX NO. [Redacted] FLD NO. [Redacted] DOC NO. 7 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO [Redacted] RET. JUST. 22  
NEXT REV DATE 89 [Redacted] TYPE DOC. 03  
NO. PGS 2 CREATION DATE [Redacted] ORG COMP 11 OP/11 ORG CLASS S  
REV CLASS C REV COORD. [Redacted] AUTH: HR 70-3

~~SECRET~~

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7. Clerical Testing. With reference to the bulletin sent out by A&E on testing procedures, scheduling of clerical testing will be done the same as it was in the past, thru personnel placement officers.
8. Registration and Enrollments
  - TO's are to make known their requirements for the 16 May ITC as enrollment is low at present.
  - Technical Devices for 16 May has been cancelled due to low enrollment.
  - Deadline for the 31 May GMT will be 6 May.
  - OSC for 6 June has been cancelled.
9. Persons taking the Communism portion of the BOC should report on Thursday of the second week as the "Communism" element has been extended by two days.
10. Reading materials for the CE and CWC courses should be picked up one week prior to the beginning of the course.

CE - Room 109 - ☐  
CWC - 2103 Alcott

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